



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

STANDARD OPERATION PROCEDURE - HSE TRAINING PROCEDURE

Document No LUS-HSE-SP2-442-001.02 Rev 2
Uncontrolled Copy Controlled Copy Date 19-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	<i>Uwe Krueger</i>	1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford	<i>Uwe Krueger</i>	1 st April 2015
2	(All pages) Full review	HSE Working Group	Michael Ford 19 April 2015 <i>Michael Ford</i>	<i>Uwe Krueger</i>	19 April 2015

Contents

STANDARD OPERATION PROCEDURE - HSE TRAINING PROCEDURE	1
1.0 INTRODUCTION & PURPOSE	4
2.0 SCOPE	4
3.0 DEFINITION & ABBREVIATION	4
4.0 ROLES & RESPONSIBILITIES.....	4
4.1 DEPARTMENT DIRECTOR (HSSELQ)	4
4.2 HSE REPRESENTATIVE	4
4.3 HSE ADMINISTRATIVE ASSISTANT	5
4.4 HSE E-LEARNING ADMINISTRATOR	5
4.5 LEARNER (EMPLOYEES).....	5
5.0 PROCEDURE	5
5.1. IDENTIFYING EMPLOYEE TRAINING NEEDS	6
5.2. HSE TRAINING MATRIX	6
5.3. E-LEARNING / INTERNAL TRAINING.....	7
5.4. EMPLOYEE INDUCTIONS	7
5.5. EXTERNAL TRAINING	7
5.5. REFRESHER TRAINING.....	7
5.6. VISITORS.....	8
5.7. SITE INDUCTIONS	8
6.0 EVALUATION, MONITORING & REVIEW	8

1.0 INTRODUCTION & PURPOSE

Training is an essential component of continuous improvement cycle. Effective HSE training program helps employees to acquire the knowledge and skills needed to perform their jobs safely and in an environmentally friendly manner.

HSE training helps to understand procedures, potential hazards, appropriate protective measures and proper responses to unwanted events.

This HSE Training procedure is designed to identify, plan, prioritize, implement, evaluate and maintain HSE training needs.

Lusail HSE will not manage training needs identified by Lusail Human Resources Department. Those mandatory training requirements will be recorded by Lusail Human Resources Department

2.0 SCOPE

This procedure applies to all LREDC employees, contractors, temporary hire employees, and visitors to workplaces under the control of LREDC project.

3.0 DEFINITION & ABBREVIATION

LREDC – Lusail Real Estate Development Company

HSELQ – Health, Safety, Security, Environment, Logistics & Quality Department

HSE – Health, Safety & Environment

HSEMS – HSE Management System

E-Learning Management System

Training Matrix

4.0 ROLES & RESPONSIBILITIES

4.1 DEPARTMENT DIRECTOR (HSELQ)

Department Director shall be responsible and have authority for providing the necessary resources to ensure that the defined and recommended training for the employees, contractors, temporary hire employees and visitors have been met.

4.2 HSE REPRESENTATIVE

HSE Representative in consultation with other department representatives will be responsible in ensuring that training and competency requirements of the employees are identified.

The HSE Representative shall develop the Training Needs Analysis where the required training for each employee has been recorded based from the following data:

- knowledge and skills required for delivering safe and effective performance
- gaps between the need and current skill profile of the employee

The HSE Representative shall identify the training to be provided to the employee based on the following:

- E-Learning courses
- External Training (certificated from other external Training provider)

-
- Other Internal Trainings not covered in the HSE E-Learning courses
 - Refresher Courses

4.3 HSE ADMINISTRATIVE ASSISTANT

- HSE Administrative Assistant shall ensure that:
- Training records are updated and maintained
- Training Matrix is maintained
- Monitor and record E-Learning activities in coordination with E-Learning Administrator
- Monitor External Training record and provide notification for any Refresher training requirement
- Maintain database of HSE trainings and employees training record

4.4 HSE E-LEARNING ADMINISTRATOR

- HSE E-Learning Administrator shall ensure that:
- E-Learning Management System is maintained
- E-Learning is accessible by all employees
- Monitor training activities of employees
- Update relevant department on Employees' training progress
- Update training certificate of completion in HR files
- Update HSE Management on the progress of E-Learning program
- Liaise with E-Learning consultant from time to time

4.5 LEARNER (EMPLOYEES)

Learner shall ensure to:

- Undertake mandatory training
- Participate in Induction Training
- Complete trainings assigned to them whether E-Learning, Internal trainings or external trainings
- Communicate with their respective manager for HSE training requirement he/she deemed needed for his/her job function to protect their health & safety
- Coordinate with HSE Representative for any change of job function
- Coordinate with their manager for the completion of the training
- Apply the principles of training where appropriate

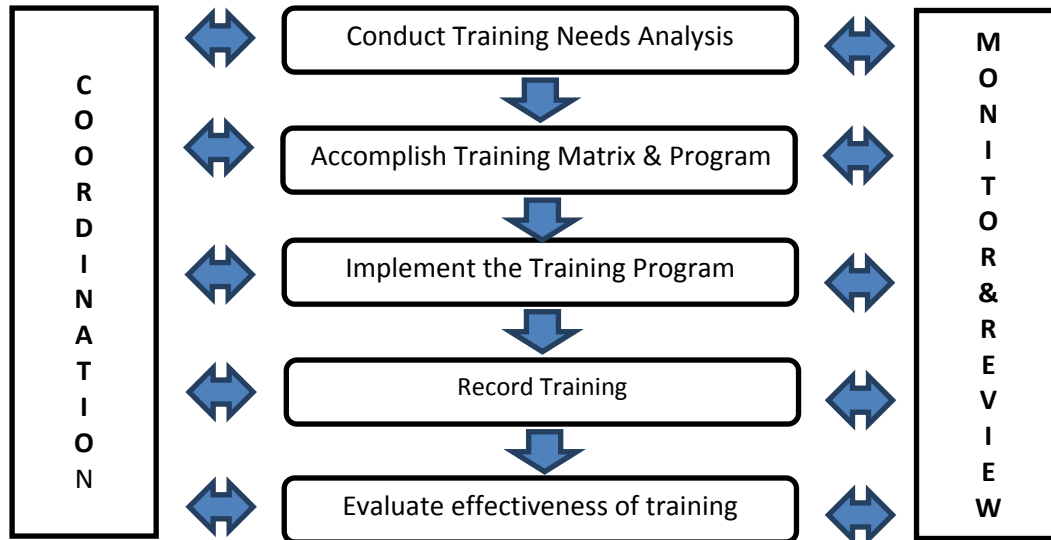
5.0 PROCEDURE

HSE/LQ department shall be responsible for developing and maintaining training programs to ensure that LREDC employees receive the appropriate training for the tasks they are required to perform. Lusail HSE will not manage training needs identified by Lusail Human Resources Department. Lusail HSE Department will be responsible for internal training needs not considered mandatory by Lusail.

Training program requirements will include:

- identifying employee training needs
- identifying employee with special needs, such as non-English speaking employee, not conversant in using computer application for e-Learning courses, etc

- recording employee training
- determining e-learning/internal training and its associated content
- determining (external) third-party training and its associated content
- determining the requirements of refresher training
- reviewing the training program



5.1. IDENTIFYING EMPLOYEE TRAINING NEEDS

LREDC HSE Representative, in consultation with employee's respective manager, will be responsible for ensuring that the training needs of employees are identified.

Following relevant information will be recorded to ensure specific training has been identified based on employee's needs. HSE Representative shall record the information gathered in Training Needs Analysis Register in Appendix A.

- collecting data to identify organizational needs
- observing work to determine knowledge and skills required for safe and effective performance
- collecting information to determine the current knowledge and skill profile of staff within the organization
- analyzing the information to identify gaps between the needs and the current skills profile;

5.2. HSE TRAINING MATRIX

HSE Training Matrix will be developed and maintained. The HSE Training Matrix will contain the general function of all LREDC employees and include details of all training courses which the employee should complete.

The HSE Training Matrix will be reviewed annually by HSE/LQ Management based on:

- assessing training needs
- planning further training
- legislative change
- determining budgets and allocating resources

5.3. E-LEARNING / INTERNAL TRAINING

LREDC in coordination with HSE Representative ensure that all employees shall be given access to HSE e-Learning Management System. Training courses assigned to the employees will be based on the function identified in the HSE Training Matrix in Appendix B.

HSE Internal training on the other hand, is carried out by someone with suitable knowledge and experience of occupational health and safety and a sound understanding of the organization's HSE policy and procedures.

Where practicable, the HSE Representative will be responsible for HSE Internal training.

Internal training will include, but not be limited to:

- HSE employee induction
- E-Learning Orientation
- HSE Procedure Training as required

5.4. EMPLOYEE INDUCTIONS

The LREDC HSE Representative shall ensure that all new LREDC employees receive a formal HSE Induction prior to commencement of work.

The induction will cover topics including, but not limited to:

- HSE roles and responsibilities
- LREDC HSE policy & procedures, including;
 - Consultation & communication
 - Training & competency
 - Hazard reporting
 - Incident reporting and investigation
 - Emergency response
- Office Safety

5.5. EXTERNAL TRAINING

LREDC shall ensure that where a training need is identified which requires statutory certification, or a certificate of obtainment, an appropriately qualified and recognized training organization shall be employed to conduct the training. Training which requires statutory certification or a certificate of obtainment includes, but is not limited to:

- First Aid
- Fire Warden

The HSE Representative, in consultation with Training Department, will be responsible for scheduling and booking external training, and for notifying employees and their respective line managers of the times, dates and location of the training.

The HSE Representative shall ensure that the training matrix is updated following completed training. Records, including copies of training certification, will be maintained in HSE Shared Drive. M:\Lusail\Lusail-EHSS\1.0 Safety.

5.5. REFRESHER TRAINING

The HSE Representative shall monitor the training matrix to ensure that where an employee's certification is due to expire, refresher training is scheduled and booked in a prompt and timely manner.

The HSE Representative in coordination with Training Department shall ensure that the relevant employee is notified of the times, dates and location of the training.

The HSE Representative shall ensure that the training matrix is updated following completed training. Records, including copies of training certification, will be maintained in HSE Shared Drive.

5.6. VISITORS

The HSE Representative in collaboration with other department involved shall ensure that all visitors to site receive a brief local induction. A full induction will not be required whilst visitors are fully escorted. The induction will include, but not be limited to:

- mandatory PPE requirements
- emergency procedures (including First Aid contacts and emergency muster points)
- specific hazards that may be present
- reporting procedures

The HSE Representative will ensure that visitors are accompanied at all times while on site by a designated LREDC employee.

5.7. SITE INDUCTIONS

All site based LREDC employees will receive a formal LREDC Site Induction prior to commencing work on site.

Information provided during the induction process will include, but not be limited to:

- mandatory PPE requirements
- emergency procedures (including First Aid contacts and emergency muster points)
- site specific hazards that may be present
- reporting procedures

6.0 EVALUATION, MONITORING & REVIEW

This procedure shall be evaluated for effectiveness every 3 years or as deemed necessary and revised where possible.

Training and competency requirements shall be evaluated annually by HSELQ Management with coordination and inputs from other department Director. This is to assess the appropriateness of the training provided to the employees equip them to perform their work safely.